

1113 Reservoir St., Apt. B
Harrisonburg, VA 22801
Date (Month, Day, Year)

Ms. Lisa Hamm, Campus Relations Representative
Electronic Data Systems
13600 EDS Drive
Herndon VA, 22071

Dear Ms. Hamm:

I am a senior Computer Science major at JMU and will graduate in May. After realizing that my strength lies with applying my computing skills toward improving operations, I have decided to pursue a career as a computer consultant. Thus, I was very excited to discover EDS and the career opportunities it offers. After researching the company through your website and my professors, I firmly believe EDS offers the ideal environment in which I can apply my broad technical and creative skills.

On the technical side, I am very familiar with many computing platforms, including the Macintosh, PC, and UNIX. As part of an Operating Systems course, I led a programming team through the planning, implementation, documentation, testing, and distribution of a software package. I have also developed several databases, from a personal contract manager for my father to a sophisticated, multi-user central database for the Rides Department at Paramount's Kings Dominion. I am now working extensively on creating a new homepage for the Computer Science Department at James Madison University.

On the creative side, I consider my eye for aesthetics and attention to detail one of my strongest points. Last year I completely transformed the Rides Department newsletter from a manual cut-and-paste process into a modern, fully computerized desktop publishing operation, complete with scanned photos and high quality output. The improved newsletters drew high praise from company vice presidents who sent me written commendations.

I have also held successful leadership positions. Whenever I undertake a project or begin a new position, I envision long-term goals and keep them in sight until I accomplish them. I believe that my blend of computer expertise, innovative creativity, excellent communication skills, and strong vision make me a highly qualified candidate for a consulting position. I would like to be considered for any openings in your Systems Engineering Development program. I will call you next week to see if we can arrange an interview. I can be contacted at 540-432-9296 or nuonwd@gmail.com. Thank you for your time and consideration.

Sincerely,

W. Dana Nuon